

# Library Intern

## *Brookwood and Shute Park Libraries*



The City of Hillsboro is accepting resumes from high school students for one Library Intern position for October-January. This intern will help provide library services to the public, assisting with a variety of library activities and projects ranging from materials movement to children's programs. The Library internship is a temporary, part-time 6-8 hour/week internship, and the Intern may be asked to work at both Shute Park and Brookwood libraries. Hours will be scheduled on evenings and weekends. The Library will work with the intern to accommodate their school schedule.

Compensation is \$13.09/hour. Applications will be accepted until September 24, 2018 at 5:00pm.

### **Internship Process & Timeline:**

**September-October:** Application, interview, and selection

**October-January:** Internship

### **Internship Goal:**

To provide a meaningful library work experience to a high school student in the Hillsboro School District.

### **General Description of Duties:**

- Learn about the daily operations of a busy public library
- Shelf books and other library materials in the appropriate location and order within the library collection
- Assist with collection development tasks, including weeding, collection maintenance, and merchandising/displays
- Assist with hosting special events: setting up the room, greeting patrons and performers, and resetting the room after the event
- Learn about equipment and help with operations in the Collaboratory, the Brookwood Library's makerspace
- Provide input and give feedback regarding work within the library
- Promote a culture of teamwork and communication by working in collaboration, treating coworkers with respect and dignity, and maintaining an open mind to diverse voices and ideas

### **Our ideal candidate is:**

- Curious and excited to learn more about the City of Hillsboro and public libraries
- Bilingual in English and another language
- Warm and friendly, and enjoys working with a diverse community
- Collaborative and enjoys working with a team

### **Requirements:**

- At least 16 years old and enrolled in the Hillsboro School District
- Must complete and pass criminal background check
- Have previous Library volunteer experience

**How to Apply:** Submit letter of interest and resume by September 24, 2018 at 5:00pm via email or in person. Contact information to submit an application is listed below. Partial applications will not be considered.

**Email:** [jessica.stark@hillsboro-oregon.gov](mailto:jessica.stark@hillsboro-oregon.gov) (Library Internship in subject line)

**In person:** City of Hillsboro Human Resources Department

Attn: Jessica Stark  
150 E Main St. – 2<sup>nd</sup> floor  
Hillsboro, OR 97123

**Questions? :** Jessica Stark, City of Hillsboro Human Resources Department  
at [jessica.stark@hillsboro-oregon.gov](mailto:jessica.stark@hillsboro-oregon.gov) or at 503-681-6222

*Equal Employment Opportunity*

The City of Hillsboro is an Equal Employment Opportunity employer. All qualified persons will be considered for employment without regard to race, religion, color, sex, sexual orientation, gender identity, marital status, familial status, domestic partnership, national origin, political affiliation, age, genetic information, mental or physical disability, credit history or source of income. Applicants who feel their civil rights have been violated at any time during the course of their consideration for employment with the City of Hillsboro should contact the Human Resources Department immediately. Applicants who consider themselves disabled under federal or state law and desire assistance should contact the Human Resources Department.